

**VIRGINIA DEPARTMENT OF FORENSIC SCIENCE
DNA DATA BANK TECHNICAL REVIEW FORM**

Analyst: _____

Gel # : _____

YES NO

WORKSHEETS

- | | | | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Are all appropriate worksheets present? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Do the gel image number and analyst's initials appear on all pages? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Are all lot numbers filled in and photos labeled appropriately? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Have all "witness" blanks been filled in appropriately? |

SUPPORTING DOCUMENTATION

- | | | | |
|-----|--------------------------|--------------------------|---|
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Do the analyst's color separated and scanned images exist? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Are all gel images properly labeled? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Do the analyst's initials appear on all gel images? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Do all required controls (random sample, reagent blank, ladders, 9947A cell line, and negative) appear on the typing gel and did they work correctly? |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Is the image gray level sheet present and are all levels recorded? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Has the random sample been searched and verified? |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Have microvariants/off-ladder variants been called correctly? |

STaRCaLL SPREADSHEET

- | | | | |
|-----|--------------------------|--------------------------|--|
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Do the look-up tables and both the first and second sizing sheets exist? |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Do the gel image number and analyst's initials appear on all look-up tables and STaRCaLL sizing sheets? |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Do all sizings agree for the first and second sizer? |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Are lanes properly labeled with CODIS headers? |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Does the DNA sample number on the extraction sheet/ gel loading sheet agree with the DNA sample number on the landscape sheet? If automated procedures are used, does the DNA sample number on the BSD puncher printout agree with the DNA sample number on the gel loading sheet? |

REVIEWER'S COMMENTS

(All questions above marked NO will be explained)

Reviewer signature/date _____

CORRECTIVE ACTION

(Each reviewer's comment must be addressed)

Analyst signature/date _____